

# Town of Riverview

## HR DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: November 21, 2022

Month & Year: November 2022

### Section 1: Operational Dashboard

#### July-September 2022

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	*1	3	<2021
Employee- Fulltime	103	101	>2021
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	0.97	1.01	<2021

\*1 – Employee has since returned to full duties

#### Recruitment Metrics

Position	Department	Posted	Status	Time To Fill
HR Advisor	Human Resources	October 6, 2022	Interviewing	
Clerk Receptionist-Aquatics	Parks, Recreation and Community Relations	Sept. 28, 2022	Interviewing	
Volunteer Firefighter	Fire	August 24, 2022	Interviewing	
Paramedic/Firefighter	Fire	November 15, 2022	Posted	

### Section 2: Status of Department's Operational Priorities for 2022

Priority	Status
Lead Occupational Health and Safety	<ul style="list-style-type: none"><li>Monthly JHSC meeting (Prepare reports and any outstanding actions).</li><li>Work with Worksafe NB on 1 lost time injury.</li><li>WHMIS Training for all employees</li><li>First Aid Training for all departments</li></ul>

	<ul style="list-style-type: none"> <li>• Training scheduled for 2022 for Health and Safety for employees.</li> <li>• Facility a new online program for safety checks</li> <li>• Reviewing vaccination process for Public Works Employees</li> <li>• Implementing new vaccination process for Parks and Recreation Employees assigned to arena</li> </ul>
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits	<ul style="list-style-type: none"> <li>• Open and Closed Q3 check-in, for non-bargaining employees. Support those employees who are new to the process or need some guidance.</li> <li>• Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting.</li> <li>• Labour Management- Employee Performance with 2 employees.</li> <li>• Benefits renewal process with Director of Finance was completed in early July.</li> <li>• Retirement Plans and discussions with 3 employees – 1 retirement in December 2022.</li> </ul>
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> <li>• Launched New Employee Recognition Program.</li> <li>• Continued to fostering employee relationship within departments</li> <li>• Provided Coaching for other Directors in team building and relationship building.</li> <li>• Encouraged Employee collaboration between different departments.</li> <li>• EAP communications and increased support for all employees and families.</li> <li>• Conducted learning sessions for hourly employees on email log-ins for Public Works and Parks and Recreation departments.</li> <li>• Introduced new employee communication screens at the operations centre and arena for employee announcements, upcoming events etc.</li> <li>• With the IT Manager support sent out employee engagement information for employees for Bell Services.</li> <li>• Launched giving back month for December.</li> </ul>
HR Operational Management and Oversight	<ul style="list-style-type: none"> <li>• Conducting interviews for the above posted postings, prepared questions and scheduling.</li> <li>• Supported new hiring process for aquatics staff.</li> <li>• Orientation sessions for new employees</li> <li>• Attended Atlantic Canada Compensation Review recap</li> <li>• Long Service Awards Preparation for employees reaching milestones.</li> <li>• Attended the EDI committee meeting</li> </ul>